



## **BENEFITS SPECIALIST**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of duties involved in the administration and accounting of City benefits.

### **Supervision Received and Exercised:**

Receives general supervision from the Employee Benefits Supervisor or from other supervisory or management staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist in the administration and coordination of various City benefits including health insurance, dental, life, vision and other City benefits; prepare billings and collect revenues.
- Provide technical information and instruction regarding benefit coverage's and applicable procedures and methods to employees, retirees and dependents; interpret and explain rules and regulations; answer questions and resolve problems or complaints.
- Maintain health insurance benefits; serve as liaison between employees, insurance companies and physicians.
- Coordinate and complete all aspects of open enrollment; prepare terminations, additions and changes to health and dental insurance; calculate employee and City contribution amounts for various insurance plans.
- Compute monthly billing amounts to vendors; prepare requisitions; review requisitions for correctness and proper accountability; classify requisitions to proper fund appropriations, activities and objects.
- Prepares correspondence regarding benefit coverage's and/or policy changes and responds to complaint/problem issues regarding an individual's claim.

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- Verify payroll reports to ensure employee deductions have been processed correctly.
- Determine proper revenue and expenditure accounts for checks and invoices received.
- Calculation of Public Safety pension benefits.
- Process and maintain records for Deferred Compensation Program.
- Maintain records of discount tickets.
- Schedule activities related to the City's Wellness Program.
- Process paperwork for Long Term Disability Program.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible experience in employee benefits administration.

**Training:**

Equivalent to the completion of the 12<sup>th</sup> grade. Additional training or specialized courses in health benefits and/or health insurance.

**Licenses/Certifications:**

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**Job Code: 2665**

**Salary Range: 20**

**FLSA: Non-Exempt**